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OTE 87-7654

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Training for New Employees - Introduction to
CIA and the Career Trainee Development Course

1. In response to your request, I have outlined below the training new Agency professionals receive and how the subject of ethics is presented to them.

2. There are three segments in the Introduction to CIA (ITCIA) Course that deal with employee responsibilities and implications for personal demeanor in the intelligence profession. A copy of the most recent ITCIA schedule is attached, and the relevant segments are tagged.

3. Some observations on ITCIA course content:

a. The focus of ITCIA is to help relatively new employees better understand the Agency's mission, its relationship with the Intelligence Community, and how the various parts of the Agency contribute to the whole. There is not enough time to cover every office in depth, but the Directorate overview does provide a good deal of office-by-office information. In the DA segment the emphasis is on those offices that tend to more directly impact on the careers of new employees.

b. We have been using a videotape on challenges that face new employees during their transition into the Agency, but we do not believe that it meets our needs. We intend to replace it in the next running of ITCIA with a discussion of Agency culture and values, possibly in a small group format.

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25X1 c. [] Curator of the Historical
25X1 Intelligence Collection, discusses the evolution of the
Agency and its culture. [] delivers a
message of professional ethics and responsibilities which
the students must assume as intelligence officers.

25X1 []
25X1 [] The presentation is designed to
stress the importance of the professional code of conduct.

25X1 4. As a byproduct of the processing center exercise,
[] has convened a working group with representatives
from the Office of Public Affairs, Office of Security, and the
Office of Training and Education to design a new EOD program. A
three and one half day schedule is now in draft form. It will
be conducted every second Monday, rather than every week, with
the first running scheduled for October 1987. The working group
is in complete agreement that employee ethics must be stressed
early; therefore, a presentation on ethics will be included in
the new program.

5. As mentioned elsewhere, we are developing new
procedures with OP to insure that all new employees attend
ITCIA, as required by Agency regulations. We have begun a new
dialogue with the Office of Communications to insure that OC
participates in this program.

6. The Career Trainee Development Course (CTDC) covers
the subject of Agency culture and ethics fairly well. In
addition to the items above that appear in ITICIA, the CTDC
includes an opening talk on the Agency credo, remarks by the

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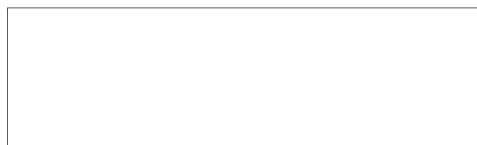
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Chief, Career Training Program on the Agency work environment, a presentation by Chief, [redacted] on "Ethics and Professionalism," a seminar on the role of intelligence in a free society, and informal chats on related issues between the Career Trainees and their directorate advisors.

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Attachments:
As Stated

Distribution:

ORIG - Addressee w/att

1 - EA/DDA w/att

1 - O/DTE w/att

1 - OTE/REG w/att

2 - OTE/CTD w/att

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OTE/CTD/TB [redacted] (29apr87)

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